

# ***FARMINGTON CITY***

## **Job Description**

<b>Title:</b> Child Care Manager			
<b>Department:</b> Parks and Recreation		<b>Pay Grade:</b>	<b>\$12.00</b>
<b>Division:</b> Gymnasium		<b>Effective Date:</b> July 2, 2021	

### GENERAL PURPOSE

Child Care Manager performs the responsible work related to the Farmington Gymnasiums child care. The manager oversees the needs of our young participants ages 1-6. Activities include but not limited to: reading, coloring, games and safe cooperative activities. Will also need to communicate effectively with parents and see to the organization of all comings and goings of the children.

### SUPERVISION RECEIVED

Works under close supervision of the Gym Manager.

### SUPERVISION EXERCISED

The Gymnasium Child Care Manager directly oversees the child care and may find responsibilities extended to the front desk to assist with patrons. This employee will assist in training and managing other part-time employees that will be assisting in the child care.

### ESSENTIAL FUNCTIONS

Solely responsible for the set-up and take down of the multi-purpose room in preparation of participants. Through a positive attitude and organization see that the enjoyment of those involved is accomplished. Be firm on monitoring all comings and goings of the children. See that all safety protocols are followed in order to attain consistency. Able to deal with the high activity level of young children. Look forward to actively being involved with the children.

Performs scheduled upkeep and maintenance of facility; clean floors, walls, toys and windows.

Manage others that will be assisting in the child care. See that all materials, toys, pictures and games are safe and age appropriate. Communicate effectively with gym manager, other staff and parents.

This job requires the set hours of Monday thru Friday from 8:15am to 12:00PM. All weekends and holidays are excluded

### MINIMUM REQUIREMENTS

Education and Experience:

- A. High School Diploma or GED;
- AND
- B. Minimum of 18 years of age
- C. Able to pass a state background check

Required Knowledge, Skills, and Abilities:

**Knowledge** of a general safe environment for children to play and communicate. Past experience working with children.

**Ability** to be patient and caring among a bit of fun chaos.

Performs related duties as required

### WORK ENVIRONMENT

Employment in this position is At-Will and permanent part time. Mandatory meetings will be held quarterly and at times once a month. Tasks require various physical activities such as walking, sitting, bending, reaching, and lifting up to 50 pounds. Frequent communicating with the public requiring the ability of talking, hearing and seeing with certain aspects for the job eligible for accommodation. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

### HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, and race. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing a blood and urine test to screen for the presence of drugs and alcohol.

This position will remain open until filled.